

Basic Course Information

Semester:	Spring 2017	Instructor Name:	Tina A. Williams
Course Title & #:	PRACTICUM 220/221	Email:	Tina.williams@imperial.edu
CRN #:	20538/20540	Webpage (optional):	n/a
Classroom:	411	Office #:	Part-timers: Room 809
Class Dates:	02/16/17 to 06/08/17	Office Hours:	n/a for part-time faculty
Class Days:	Thursday	Office Phone #:	(760) 352-8320
Class Times:	05:20-06:20pm	Emergency Contact:	(760) 562-5404 (cell)
Units:	3		

Course Description

This course is designed to provide opportunities for the students in Psychology, Human Relations, and Alcohol and Drug Studies to gain experience under the supervised field placements such as those involving mental health, child development, youth corrections, welfare, homes for elders or neglected, youth recreation, rehabilitation clients, Center for Family Solution, domestic violence counseling groups, centers for people with limitations, and educational settings.

Student Learning Outcomes

Upon course completion, the successful student will have acquired new skills, knowledge, and or attitudes as demonstrated by being able to:

Develop field placement activity (IL01, IL02, IL03)

Participate in field placement activity (IL01, IL03)

Understand responsibilities of fieldwork (IL0, IL02, IL03)

Course Objectives

Upon satisfactory completion of the course, students will be able to:

Verify that he or she has worked at least 100 hours at his or her fieldwork site.

Present a journal that records and analyzes his or her thoughts and reactions to the fieldwork assignment at midterm and again before the final examination. The journal will demonstrate that the student has made an entry after each day of service at the assignment.

Recognize and relate fieldwork responsibilities to the instructor and demonstrate his understanding of his role at the fieldwork agency or institution.

Present a weekly oral report of what he or she is doing and how he or she is doing at his fieldwork, subject to the restraints of confidentiality placed on him or her by the fieldwork supervisor.

Textbooks & Other Resources or Links

Counselor Intern Handbook: 3rd ed., By: Favier, Eisengaart & Colona

Course Requirements and Instructional Methods

It is the student's responsibility to locate a work experience site. You will be volunteering at your site for 100 hours during the semester. You must have your site work completed two weeks before finals week, anyone who is not involved in their placement three weeks after school starts may be dropped from the class. Your professionalism regarding promptness, reliability, appropriate dress, will be required. This includes being neat and clean, drug and alcohol free, and no clothing gender, racial, drug, alcohol, or gang bias. Your presentation at your site is a reflection of Imperial Valley College and will impact your reputation as a professional.

Topics:

Initial Preparation
Getting Started
Developing Competencies
Ethical and Legal Issues
The Site Supervisor

Deciding how to help
The Clinical Interview
Practical Issues with Clients
Working with Diversity
Along the Way

Stress and Self-care
Finishing up the Internship

Class Participation:

Attending every class session is expected. Arriving tardy, leaving early or stepping outside during lecture will be noted and count against class participation. Please schedule all appointments outside of class time. At the instructor's discretion, a student may be dropped after 3 absences. However, if you decide not to continue with this course, you are responsible for dropping the class by the drop date, in-class assignments will count toward class participation points.

Late Work:

Late work will not be accepted

Assignments will not be accepted via-e-mail and computer related issues are not considered and excuse for late work,

Out of Class Assignments: The Department of Education policy states that one (1) credit hour is the amount of student work that reasonably approximates not less than one hour of class time and two (2) hours of out-of-class time per week over the span of a semester. WASC has adopted a similar requirement.

Course Grading Based on Course Objectives

90-100 points	A	Grades will be Calculated on a Point Basis
80-89 points	B	
70-79 points	C	
60-69 points	D	
00-59 points	F	
		=100 Total Points

Attendance

- A student who fails to attend the first meeting of a class or does not complete the first mandatory activity of an online class will be dropped by the instructor as of the first official meeting of that class. Should readmission be desired, the student's status will be the same as that of any other student who desires to add a class. It is the student's responsibility to drop or officially withdraw from the class. See [General Catalog](#) for details.
- Regular attendance in all classes is expected of all students. A student whose continuous, unexcused absences exceed the number of hours the class is scheduled to meet per week may be dropped. For online courses, students who fail to complete required activities for two consecutive weeks may be considered to have excessive absences and may be dropped.
- Absences attributed to the representation of the college at officially approved events (conferences, contests, and field trips) will be counted as 'excused' absences.

Classroom Etiquette

- Electronic Devices: Cell phones and electronic devices must be turned off and put away during class, unless otherwise directed by the instructor.
- Food and Drink are prohibited in all classrooms. Water bottles with lids/caps are the only exception. Additional restrictions will apply in labs. Please comply as directed by the instructor.
- Disruptive Students: Students who disrupt or interfere with a class may be sent out of the room and told to meet with the Campus Disciplinary Officer before returning to continue with coursework. Disciplinary procedures will be followed as outlined in the [General Catalog](#).
- Children in the classroom: Due to college rules and state laws, no one who is not enrolled in the class may attend, including children.

Online Netiquette

- What is netiquette? Netiquette is internet manners, online etiquette, and digital etiquette all rolled into one word. Basically, netiquette is a set of rules for behaving properly online.
- Students are to comply with the following rules of netiquette: (1) identify yourself, (2) include a subject line, (3) avoid sarcasm, (4) respect others' opinions and privacy, (5) acknowledge and return messages promptly, (6) copy with caution, (7) do not spam or junk mail, (8) be concise, (9) use appropriate language, (10) use appropriate emoticons (emotional icons) to help convey meaning, and (11) use appropriate intensifiers to help convey meaning [do not use ALL CAPS or multiple exclamation marks (!!!!)].

Academic Honesty

Academic honesty in the advancement of knowledge requires that all students and instructors respect the integrity of one another's work and recognize the important of acknowledging and safeguarding intellectual property.

There are many different forms of academic dishonesty. The following kinds of honesty violations and their definitions are not meant to be exhaustive. Rather, they are intended to serve as examples of unacceptable academic conduct.

- **Plagiarism** is taking and presenting as one's own the writings or ideas of others, without citing the source. You should understand the concept of plagiarism and keep it in mind when taking exams and preparing written materials. If you do not understand how to "cite a source" correctly, you must ask for help.
- **Cheating** is defined as fraud, deceit, or dishonesty in an academic assignment, or using or attempting to use materials, or assisting others in using materials that are prohibited or inappropriate in the context of the academic assignment in question.

Anyone caught cheating or plagiarizing will receive a zero (0) on the exam or assignment, and the instructor may report the incident to the Campus Disciplinary Officer, who may place related documentation in a file. Repeated acts of cheating may result in an F in the course and/or disciplinary action. Please refer to the [General Catalog](#) for more information on academic dishonesty or other misconduct. Acts of cheating include, but are not limited to, the following: (a) plagiarism; (b) copying or attempting to copy from others during an examination or on an assignment; (c) communicating test information with another person during an examination; (d) allowing others to do an assignment or portion of an assignment; (e) using a commercial term paper service.

Additional Student Services

Imperial Valley College offers various services in support of student success. The following are some of the services available for students. Please speak to your instructor about additional services which may be available.

- **Blackboard Support Site.** The Blackboard Support Site provides a variety of support channels available to students 24 hours per day.
- **Learning Services.** There are several learning labs on campus to assist students through the use of computers and tutors. Please consult your [Campus Map](#) for the [Math Lab](#); [Reading, Writing & Language Labs](#); and the [Study Skills Center](#).
- **Library Services.** There is more to our library than just books. You have access to tutors in the [Study Skills Center](#), study rooms for small groups, and online access to a wealth of resources.

Disabled Student Programs and Services (DSPS)

Any student with a documented disability who may need educational accommodations should notify the instructor or the [Disabled Student Programs and Services](#) (DSP&S) office as soon as possible. The DSP&S office is located in Building 2100, telephone 760-355-6313. Please contact them if you feel you need to be evaluated for educational accommodations.

Student Counseling and Health Services

Students have counseling and health services available, provided by the pre-paid StudentHealth Fee.

- **Student Health Center.** A Student Health Nurse is available on campus. In addition, Pioneers Memorial Healthcare District provide basic health services for students, such as first aid and care for minor illnesses. Contact the IVC [Student Health Center](#) at 760-355-6128 in Room 1536 for more information.
- **Mental Health Counseling Services.** Short-term individual, couples, family, and group therapy are provided to currently enrolled students. Contact the IVC [Mental Health Counseling Services](#) at 760-355-6196 in Room 2109 for more information.

Student Rights and Responsibilities

Students have the right to experience a positive learning environment and to dueprocess of law. For more information regarding student rights and responsibilities, please refer to theIVC [General Catalog](#).

Information Literacy

Imperial Valley College is dedicated to helping students skillfully discover, evaluate, and use information from all sources. The IVC [Library Department](#) provides numerous[Information Literacy Tutorials](#) to assist students in this endeavor.

Anticipated Class Schedule/Calendar

[Required Information – Discretionary Language and Formatting: The instructor will provide a tentative, provisional overview of the readings, assignments, tests, and/or other activities for the duration of the course. A table format may be useful for this purpose.]

Date or Week	Activity, Assignment, and/or Topic	Pages/ Due Dates/Tests
02/16/17	Syllabus & Course Introduction	Buy Book
02/23/17	Professional Behavior Discussion/field placement	
03/02/17	Field placement/Journal/Mock Interview	Site located/paperwork
03/09/17	Site report/journal/class discussion	
03/16/17	Site report/journal/class discussion	
03/23/17	Site report/journal/class discussion	
04/06/17	Site report/journal/class discussion	
04/13/17	Site report/journal/class discussion	
04/20/17	“SPRING BREAK”	
04/27/17	Site report/journal/class discussion	
05/04/17	Site report/journal/class discussion	
05/11/17	Site report/journal/class discussion	
05/18/17	Site report/journal/class discussion	
05/25/17	Site report/journal/class discussion	

Date or Week	Activity, Assignment, and/or Topic	Pages/ Due Dates/Tests
06/01/17	Site report/journal/class discussion & Thought Paper Due. All DOCUMENTED FIELD	Placement forms completed and turned in.
06/08/17	Site report/journal/class discussion	

*****Tentative, subject to change without prior notice*****